



**COUNTY OF LOS ANGELES**  
**CHIEF ADMINISTRATIVE OFFICE**  
**OPEN COMPETITIVE JOB OPPORTUNITY**



Bulletin No. 060-419

Posting Date: May 4, 2007

<b>JOB TITLE</b>	<b><u>PROGRAM SPECIALIST III, CAO (OFFICE OF CHILD CARE)</u></b>
<b>EXAM NUMBER</b>	M0817-Z
<b>FILING DATES</b>	May 7, 2007 until needs are met
<b>SALARY</b>	<b>MONTHLY SALARY: \$5,372.36 – \$6,673.64</b>
<b>POSITION INFORMATION</b>	The Program Specialist III, CAO reports to a Section Head and is responsible for providing professional and expert staff support to the Chief Administrative Office, Office of Child Care (OCC), in the areas of coordination, implementation, and promotion of the Steps to Excellence Program (STEP).
<b>ESSENTIAL JOB FUNCTIONS</b>	<p>Analyzes and makes recommendations for the solution of complex problems related to the coordination and development of the STEP program;</p> <p>Promotes STEP and the importance of child care quality to the media, school districts, local and state governments, community agencies, County departments, child care resource and referral agencies, child care centers, and family child care homes in the pilot communities;</p> <p>Facilitates the coordination of child care center and family child care applications to STEP;</p> <p>Works with STEP Training Consultant and partner organizations to ensure that STEP sponsored training opportunities result in program improvements among STEP applicants, and track information on other relevant training opportunities available in the community;</p> <p>Conducts on-site observations, collects reports and recommendations, reviews and tracks progress on program quality improvement plans;</p> <p>Prepares and submits quality improvement stipends requests;</p> <p>Compiles relevant materials on individual programs to be reviewed by the Policy Roundtable for Child Care for STEP rating;</p> <p>Documents the development and refinement of STEP processes; and</p> <p>Assists in effort to secure additional funding for STEP.</p>
<b>SELECTION REQUIREMENTS</b>	<p>Graduation from an accredited* four-year college or university with a Bachelor's Degree in Child Development, Early Childhood Education, Child Psychology, or related field <b>and</b> three year's experience in a responsible staff capacity** analyzing and making recommendations for the solution of problems of organization, program, or systems at the level of the County of Los Angeles class of Program Specialist II, CAO or higher.***Two year's of the required experience must have been in the area of providing services to child care agencies or organizations.</p> <p><b>Physical Class:</b> 2 - Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.</p> <p><b>License:</b> A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.</p> <p><b>Special Requirement Information:</b> **Experience in a responsible staff capacity in the County of Los Angeles refers to performing work at the journey-level requiring knowledge of rules, regulations, and other guidelines relating to program area assigned.</p>

\*\*\*Experience at the level of Program Specialist II, CAO or higher in the County of Los Angeles is defined as experience in providing professional staff support to the CAO in analyzing and making recommendations for the solution of problems in the administration of specialized Countywide programs.

\*Accredited institutions are those listed in the publications of regional, national or international accrediting agencies, which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are transcripts that have been evaluated and deemed to be equivalent to transcripts from United States accredited institutions by an academic credential evaluation agency recognized by the National Association of Credential Evaluation Services.

In order to receive credit, a legible copy of an official transcript or diploma must be attached to application at time of filing.

**DESIRABLE  
QUALIFICATIONS**

- Master’s Degree or higher from an accredited\* college or university in Child Development, Early Childhood Education, Child Psychology, or related field;
- Experience administering a child care and development center or operating a licensed family child care home;
- Knowledge of, and experience with Early Childhood, Infant/Toddler, or Family Child Care Environmental Rating Scales;
- Knowledge of, and experience with Ages and Stages Questionnaire or Parental Evaluation of Developmental Status screening tools;
- Knowledge of Title 22 child care licensing regulations;
- Knowledge of Title 5 of the Education Code as it relates to child development staff qualifications and ratios;
- Knowledge of accreditation standards of the National Association for the Education of Young Children, and the National Association for Family Child Care;
- Experience with research related to early childhood education;
- Strong teamwork and interpersonal skills to coordinate projects and reports as well as facilitate meetings with multiple County departments and outside agencies;
- Proficiency in Microsoft WORD, EXCELL, and Powerpoint;
- Strong written and communication skills; and
- The ability to multi-task.

**SPECIAL  
INFORMATION**

**Shift:** Day: 8:00 a.m. – 5:00 p.m.

**VACANCY  
INFORMATION**

The vacancy is located at the Chief Administrative Office, Service Integration Branch Office of Child Care, located at 222 S. Hill Street, Los Angeles, CA 90012.

**EXAMINATION  
CONTENT**

This exam will consist of a screening process and an interview. The candidates with the highest qualifications as determined by the screening process will be invited to the interview. Interviews will be designed to assess education, experience, personal fitness, and general abilities to perform the duties of the position weighted 100%. Candidates must achieve a passing score of 70% or higher in the interview in order to be placed on the eligible register.

**ELIGIBILITY  
INFORMATION**

The names of candidates receiving a passing grade on this examination will be placed on the eligible register in the order of their group for a period of (6) six months following the date of promulgation. No person may compete for this examination more than once every six (6) months.

**\*\*\*\*\* IMPORTANT INFORMATION \*\*\*\*\***

**APPLICATION  
INFORMATION**

Applicants are required to submit a standard County of Los Angeles Employment Application. Resumes providing additional information must be submitted along with the standard employment application and will not be accepted in lieu of the application form. To request the County of Los Angeles Standard Employment Application, you may call Personnel Services at (213) 893-2489 or obtain copies at the filing location listed below. Application forms may also be downloaded from the internet at <http://dhr.lacounty.info>.

Degrees must indicate the specialized field of study in order to be evaluated. Candidates whose educational degree(s) do not show the specialty must provide a written statement from their university/college indicating the educational specialty on the university’s letterhead. A copy of your degree or written statement from the

Registrar's Office and required license must be submitted **AT THE TIME OF FILING**. All information and records are subject to verification. Falsification of records may result in disqualification from the examination or termination of employment.

Employment applications will be accepted on business days, Monday through Friday, 8:00 a.m. to 5:00 p.m., beginning May 7, 2007. **This examination will remain open until the needs of the service are met and is subject to closure without prior notice.** Questions regarding this bulletin may be directed to Mary Owens, Exam Analyst, at (213) 893-2489.

The acceptance of your application will depend on whether you have clearly shown that you meet the Selection Requirements. Please be sure your application indicates complete information, including dates for education and jobs held which relate to this position. In the space provided for education include the names and addresses of schools/colleges attended, titles of courses completed, dates completed and number of credits/units earned, degree(s) earned, dates completed and specialized field of study.

For each job held, give the name and address of your employer, your job title, beginning and ending dates, description of work performed, total number of hours worked (full or part time) and salary earned. Attach an additional page to your application, if necessary, to describe fully your related education and experience.

**Submit completed application and any required supplemental (if any) in person or by U.S. Mail to the following address:**

Personnel Services  
Chief Administrative Office  
500 West Temple Street, Room 785  
Los Angeles, CA 90012

**DISABILITY  
ACCOMMODATIONS**

**Americans with Disabilities Act of 1990:** All positions are open to qualified men and women. Pursuant to the American with Disabilities Act of 1990, persons with disabilities who believe then need reasonable accommodations, or help in order to apply for a position, may contact the ADA coordinator at (213) 893-2453.

**AN EQUAL  
OPPORTUNITY  
EMPLOYER**

**Equal Employment Opportunity:** It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

**CHILD SUPPORT  
COMPLIANCE**

**Los Angeles County Child Support Compliance Program:** In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

**VETERAN'S  
CREDIT**

**VETERANS' PREFERENCE CREDIT** of 10 points will be added to the final passing grade in any open competitive examination if you are an honorably discharged veteran who served in the Armed Forces of the United States:

- During a declared war; or
- During the period April 28, 1952 through July 1, 1955; or
- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; or
- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans' preference.

If you are unable to provide any documentation at the time of filing, the 10 points will be withheld until such time as it is provided.

**EMPLOYMENT  
ELIGIBILITY  
INFORMATION**

**Employment Eligibility Information:** Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that **all** persons hired after November 6, 1986, are required to present original documents to the County, **within three (3) business days** of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

**RECORD OF  
CONVICTIONS**

A full disclosure of all convictions is required. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). **ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.**

**SOCIAL SECURITY  
ACT OF 2004**

Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website [www.socialsecurity.gov](http://www.socialsecurity.gov), or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.